



Events@Inverness-FI.Gov  
(352) 726-2611 X 1306

## VENDOR CONTACT INFORMATION

<b>Business Name:</b>		<b>Owner Name:</b>	
<b>On-Site Name:</b>		<b>On-Site Cell:</b>	
<b>Mailing Address:</b>		<b>City/State /Zip</b>	
<b>Email:</b>		<b>Phone</b>	

## VENDOR INFORMATION

	<b>Major Food \$100</b> Limit of five entrees and side items. Examples: pizza, wraps, burgers, hotdogs, etc.	<b>Booth Description: Tent, Trailer, Food Truck, etc.</b>
	<b>Minor Food \$50</b> Limit of two specialty snack items. Example: cotton candy, kettle corn, popcorn or ice cream.	
	<b>Merchandise \$100</b> All vendors that sell items or services.	
	<b>Major Entertainment \$100</b> Rides and games	<b>Square Footage, if larger than 12' by 12'</b>
	<b>Minor Entertainment \$50</b> hair chalk, photo booth, face paint, clowns, etc.	
	<b>Nonprofit Information \$30</b> Limited to nonprofit organizations; no products or services for sale.	<i>All vendor spaces are 12' by 12' area.          New vendors please attach a photo of your booth setup for consideration.</i>

<b>Office Use Only:</b>	<b>Verify:</b>	<b>Payment</b>
Date Recd:	DBPR or FDACS license	Date processed:
Scan:	Insurance	Circle One: Cash/Check/Credit
Electric:	Nonprofit	Check # of last 4:



Vendor Info:  
Event Date: 08/06/16  
Setup: 3 PM to 4:45 PM  
Location: Downtown Inverness  
Start Time: 5 PM  
End Time: 10 PM  
Applications Due: 7/1/16  
No Rain Date

City Of Inverness  
Event & Visitor Bureau  
212 W. Main Street  
Inverness, FL 34450  
Events@Inverness-FL.Gov  
(352) 726-2611 X 1306

## LOCATION & ELECTRIC

This event is located on Courthouse Square and electricity is not available. It's recommended that vendors use silent generators to cover their electric needs.

## VENDOR TENT REQUIREMENTS AND EVENT HOURS

All vendors will provide their own tent, and it must be in good condition. All tents must be weighted and able to withstand strong winds. Tents are never staked in the ground and are ever permitted. No booth or tent may break down early, this means clearing items from display and breaking down tents. Also understand the setup time, and that late setups are not permitted.

Vendor spaces are 12' by 12'. Additional space needs will mean additional spaces to be obtained at the rate listed on page one.

Lighting is not provided and vendors may want to have battery operated lighting inside their space. Water is not provided and the City will impose a \$50 waste removal fee for any vendor that does not dispose of trash properly in the dumpster.

\_\_\_\_\_ All vendor initials they understand tent requirements and hours of event.

## FOOD VENDORS ONLY

Major Food Vendors – List 5 Menu Items

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Minor Food Vendors – List 2 Menu

1. \_\_\_\_\_
2. \_\_\_\_\_

Food vendors may sell water, soda, ice tea and lemonade. Beverages are not counted towards menu items. Please keep in mind, only items you list will be able to be sold the day of the event, no exceptions.

All food vendors must provide a copy of active liability insurance with the City of Inverness named as additional insured at \$1 million per incident.

Generally, food vendors are regulated by either the Florida Department of Business and Professional Regulation or Florida Department of Agriculture & Consumer Services (FDACS) depending on the food items they sell.

Most food vendors fall under the State of Florida Department of Business Regulation Hotel & Restaurant (DBPR). If selling hot foods, list your DBPR license # \_\_\_\_\_  
Questions regarding your DBPR license call 850-487-1395



Vendor Info:  
Event Date: 08/06/16  
Setup: 3 PM to 4:45 PM  
Location: Downtown Inverness  
Start Time: 5 PM  
End Time: 10 PM  
Applications Due: 7/1/16  
No Rain Date

City Of Inverness  
Event & Visitor Bureau  
212 W. Main Street  
Inverness, FL 34450  
Events@Inverness-FL.Gov  
(352) 726-2611 X 1306

Vendors selling prepackaged foods such as chips, pretzels, milk, frozen novelties, juice, shaved ice, popcorn, nuts, donuts will follow Florida Department of Agriculture & Consumer Services (FDACS) Mobile Food Establishment Guidelines.

Mobile Food Vendor Questions for FDAC call 850-245-5520

Check all cook types that apply \_\_\_ Grill \_\_\_ Smoker \_\_\_ Fryer \_\_\_ Charcoal \_\_\_ Propane \_\_\_ Diesel  
\_\_\_ Other please describe \_\_\_\_\_

Check what type of food vendor space \_\_\_ Tent \_\_\_ Food Truck \_\_\_ Food or Concession Trailer \_\_\_ Umbrella Cart

Remember each space is 12 by 12 feet, if you desire more space, please select the number of spaces you need to accommodate your goals. Food vendors must comply with all disposal and sanitation requirements. Water, ice and refrigeration is not provided.

\_\_\_\_ Food vendors initial they understand spaces are 12 by 12 feet and food licensing, insurance requirements and that they have a silent generator or have secured adequate electric for their cooking needs.

### ENTERTAINMENT VENDORS ONLY

Describe your space: \_\_\_\_\_ Each additional space will require a booth space.

Please list if you have multiple activities, games or rides: \_\_\_\_\_

All entertainment vendors must provide a copy of active liability insurance with the City of Inverness named as additional insured at \$1 million per incident.

\_\_\_\_ All entertainment vendors initial they understand space and insurance requirements.

### NONPROFIT INFORMATION ONLY

Nonprofits will submit an IRS Letter of Determination or State of Florida Sales Tax Exemption letter as proof of nonprofit status along with their application.

\_\_\_\_ All nonprofit vendors initial they understand space and requirements of this event.

### Vendor Setup and Parking

Vendors must drop off tents and supplies and move vehicles from setup location. The City will provide 1 parking pass per accepted vendor application. Parking passes are given to vendors at the event setup.

\_\_\_\_ All vendors initial they understand setup and parking.



Vendor Info:  
Event Date: 08/06/16  
Setup: 3 PM to 4:45 PM  
Location: Downtown Inverness  
Start Time: 5 PM  
End Time: 10 PM  
Applications Due: 7/1/16  
No Rain Date

City Of Inverness  
Event & Visitor Bureau  
212 W. Main Street  
Inverness, FL 34450  
Events@Inverness-Fl.Gov  
(352) 726-2611 X 1306

### **Application Agreement & Signature**

---

***I hereby make application for space for the City of Inverness' Special Events. In signing this application, I agree to abide by all the rules and regulations previously set forth. I agree that I have received and read the vendor information sheet included with this application and will follow these vendor guidelines.***

*I assume all risks associated with this event and hold harmless the City of Inverness, City Officials Elected or Appointed, and City Employees, Agents, and Volunteers. Having read this waiver and knowing these facts and in consideration of your acceptance of my entry, I, for myself and anyone entitled to act on my behalf, waive and release all sponsors, their representatives, and successors, and any individual group associated with this event from all claims and liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.*

*I grant permission to all the foregoing to use any photographs, motion pictures, recordings, verbal or written agreements, or any other record of this event for any legitimate purpose including publicity.*

Signature\_\_\_\_\_ Date\_\_\_\_\_



Vendor Info:  
Event Date: 08/06/16  
Setup: 3 PM to 4:45 PM  
Location: Downtown Inverness  
Start Time: 5 PM  
End Time: 10 PM  
Applications Due: 7/1/16  
No Rain Date

City Of Inverness  
Event & Visitor Bureau  
212 W. Main Street  
Inverness, FL 34450  
Events@Inverness-FL.Gov  
(352) 726-2611 X 1306

## VENDOR INFORMATION SHEET

Please carefully read the following rules and regulations necessary for vendors to participate in this activity. Complete the enclosed application, and return it to the City of Inverness Event & Visitors Bureau to start the application process.

### Space Information

- Each space is 12' x 12' total. Vendors must stay within these boundaries unless they have paid for additional booth space in advance.
- Vehicles (cars, trucks, trailers, golf carts) are not part of a vendor space. Vehicles must enter the park only as directed to drop off tent and supplies, and immediately relocate the vehicle to park in the designated parking lot. No vehicle will be permitted on park grounds after 2 p.m. or during the event.
- All vendors must use tents in good condition and securely weighted.
- We do not permit tents to be staked. Tents must be weighted and have the ability to withstand strong winds.
- You must provide your own tables, chairs and lighting and weights.
- This is a night event, and its very important that the vendor has sufficient lighting inside the tent.
- Payment and application do not guarantee participation or placement in the event. The City of Inverness retains the right to reject any vendor application.
- Space assignments are made based on the best interest of the special event.
- This application neither implies nor grants any preferential consideration or location.
- Electricity will not be provided unless noted on your application and the fees are paid. Since electricity is limited, organizers recommend vendors use a silent generator. This enhances vendor opportunities and optimizes placement for vendors.
- No roaming vendors. This event is not able to support roaming vendors.
- No alcohol, cigarettes, cigars or e-cigarettes in the vendor space at any time.
- No pets in the vendor space at any time.
- Vendors must supply all supplies needed to operate booth, i.e., napkins, plates, and cups.
- Vendors are responsible for placing trash in dumpsters and keeping their space neat and sanitary within a 20-foot radius. No disposal of liquid waste from fryers or other food bi-products.

### Setup and Breakdown

- Vendor access to setup is limited to the day from 3 to 4:45 p.m. and these times are firm. We will not permit setup earlier or later.
- You may not breakdown your booth or tent until event completion. You will be advised as to when tear down can begin.



Vendor Info:  
Event Date: 08/06/16  
Setup: 3 PM to 4:45 PM  
Location: Downtown Inverness  
Start Time: 5 PM  
End Time: 10 PM  
Applications Due: 7/1/16  
No Rain Date

City Of Inverness  
Event & Visitor Bureau  
212 W. Main Street  
Inverness, FL 34450  
Events@Inverness-FL.Gov  
(352) 726-2611 X 1306

## Responsibility

- A vendor must complete the application, submitted with nonprofit forms and payment of fees for consideration no later than July 1, 2016.
- Vendors will be responsible to fully comply with the Florida State Sales Tax Regulations in effect during the period of the event.
- Customer service, cleanliness, and courtesy must be practiced and observed at all times.
- Vendors must wear shirts and shoes at all times.
- Food Vendors will be responsible to meet all guidelines for temporary food service, as set forth by the Department of Business and Professional Regulations (DBPR) or the Florida Department of Consumer and Agricultural Services (FDACS).
- Food vendors shall wear gloves and follow handwashing procedures set forth by DBPR and FDACS.
- Once an application is accepted, there are no refunds for cancellations, for any reason.
- There are no refunds for inclement weather. No rain date.
- Vendors are responsible for all accidents or worker injury at their space.
- Vendors waive all claims for compensation for all loss or damages sustained. Vendor releases and discharges the City of Inverness, its agents, officers and employees, from any and all demands, claims, actions and causes of actions.
- Vendor shall agree to conduct its activities upon the premises so as not to endanger any person thereon and to indemnify and hold harmless the City of Inverness, its agents, officers and employees against any and all claims, demands and causes of action, including claims for personal injury and/or death, damages, costs, liabilities, in law or in equity, or every kind and nature whatsoever.
- Vendors may not park vehicles on park grounds or nearby private property. Vendors will receive one parking pass. Additional parking available in street and municipal parking lots in downtown.
- Keep this form for your records.
- Vendors are responsible for submitting complete applications in a timely manner. The City uploads vendor opportunities online when available at <http://www.inverness-fl.gov/450/Event-Vendors>.

## Notification:

Once your application has been processed you will receive an email with more information. Some application processing may take longer than others. Detailed vendor information will not be available until late July 2016.